



Reporting and Goal Details - 2019

Step 1: General Information

ThreeStar submissions are completed through the ThreeStar online portal.

www.TN.gov/ECD/ThreeStar - Online System

County Information: Click the red letters 'Add / Edit Information' to make changes or corrections to the County Information. Please complete all fields. Be sure to Save your changes before exiting.

Files & Attachments: Use this area to upload all program files (except JECDB minutes) Click the red 'Upload Files' to submit the Designation letter (due Feb. 8, 2019 if applicable), and Fiscal Confirmation Letter and meeting minutes documenting the letter (due Oct. 1, 2019).

All necessary grant financial documents will be requested following grant application submission (due July 22, 2019). We will have an updated financial document package. FYI – if you have a current ThreeStar grant contract with TNECD, your contract specific invoice template can be downloaded from this section as well.

Contacts: This area lists the official ThreeStar contacts with access to the online portal. If changes are needed to add / remove ThreeStar portal contacts, please let me know.

Jody.Sliger@tn.gov

Joint Economic & Community Development Board Meeting Minutes:

Upload your JECDB meeting minutes here, from the previous calendar year (2018), one from each quarter, dated and signed. Click the plus icon on the top left of the band to insert documents. Preferred File Name: County_JECDB_2018. They may be in four separate files or combined into a single document. Pdf format is preferred, although images are acceptable, Word documents are not accepted.

Joint Economic & Community Development Board Members:

Click the plus icon on the top left of the band to add members. There are four icons in the band, the plus icon for adding, the pencil icon for editing, the trash icon to remove, and the reload icon to refresh the grid.

Step 2: Goals Plan and Report

This is where you will submit required ThreeStar information and goals: Click the plus icon on the top left of the band to open this year's Plan.

There are five tabs: Main, Activity Report, Goal One – Workforce (IPA), Goal Two, and Goal Three.

Main - General Questions:

1. What are the main challenges your county faces in economic development?
2. Name three successful activities in economic and community development that have occurred within the past 12 months in your county.
3. How can TNECD help you with your community development efforts?

Be sure to use the 'Save' button at the bottom right side of the pop out throughout entries so you don't lose information you have inserted in the fields. Do not click the 'Yes' buttons at the bottom until you have completed everything. You can return to the plan with your information saved until you check the Yes buttons. Once you click both 'Yes' buttons and click 'Save,' the plan will be locked and you will be unable to return. If that does happen by accident, please reach out to me and I will unlock it for you.

Activity Report:

1. For the 2017-FY18 Activity Plan, under Jobs and Economic Development, your county was required to host a public event promoting entrepreneur engagement during the 2018 calendar year. Describe the event that completes this requirement. This may include Innovation Mobile Lab visit, LaunchTN programs, or other small business development program by ThreeStar program director approval.
2. ThreeStar Requirement: Annually participate in three (3) of the following events or programs – Tennessee Main Street, Tennessee Downtowns, Asset Based Planning, Marketing Assistance Program, Tourism Enhancement Grant, Property Evaluation Program (PEP), Site Development Grant, and / or Select Tennessee Certification; or Submit a CDBG or Fast Track application.
 - List ECD Sponsored events your county participated in this past calendar year:
 - List ECD programs your county or associated communities (as appropriate) participated in this past calendar year:

This is three (3) total, in any combination.

3. ThreeStar requirement: Joint Economic and Community Development Board meets state statute requirements outlined in 6-58-114. List the dates (minimum of 4) in which your JECDB meet this past calendar year. The JECDB meeting minutes must be uploaded in Step 1, under the 'JECDB Meeting Minutes' area.
List the dates only, should be one in each quarter of 2018

S.M.A.R.T. Goals

Each goal must meet the SMART guidelines. S = Specific, M = Measurable, A = Achievable, R = Relevant, and T = Time-bound.

1. Counties that have participated in previous sessions of Asset Based Planning are eligible to use the prioritized goals defined to develop S.M.A.R.T. goals for ThreeStar.
2. Counties that have had a planning session facilitated by another provider within three years of goal due date, and are actively implementing that plan, may use the plan to create S.M.A.R.T. goals for submission. Your plan should be submitted to Jody.Sliger@tn.gov by March 31, 2019, for TNECD review and approval.
3. Counties that do not meet either of the criteria above will have a facilitated meeting conducted by TNECD, or a facilitator contracted with TNECD, at no cost to the community, to assist in the development of the county S.M.A.R.T. goals.

Goal One – Workforce (IPA): ThreeStar Identified Priority Area for 2019-2020 is Workforce Development.

1. Goal
2. Describe the specific details of how your goal meets the SMART guidelines.

Goal Two

1. Goal
2. Describe the specific details of how your goal meets the SMART guidelines.

Goal Three

1. Goal
2. Describe the specific details of how your goal meets the SMART guidelines.

ThreeStar Calendar

Feb. 8, 2019

- Designation letter due (if applicable)

March 31, 2019

- JECDB Minutes from 2018, *one from each quarter, signed, meeting TN Code Ann. 6-58-114 statute.*
- Submit attendance / participation in three (3) TNECD sponsored events / programs during prior calendar year.
- Communities with previous plans that meet criteria may submit those for review.

June 22, 2019

- Submit ThreeStar SMART goals

September 30, 2019

- Report on updated status of goals, any new timelines, partnerships, and impact metrics - reflecting progress.

Oct. 1, 2019

- Fiscal Confirmation Letter 2019 due – *to be reviewed by full County Commission annually, signed and uploaded to online portal, along with a copy of the meeting minutes.*

Dec. 31, 2019; March 30, 2020; June 30, 2020; Sept. 30, 2020; and Dec. 31, 2020

- Report on updated status of goals, any new timelines, partnerships, and impact metrics - reflecting progress and/or completion of goals.